State of California Department of Fish and Wildlife

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

☐ **PROPOSED**

☒ **CURRENT**

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Native Fishes Unit – Stockton	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0762-018
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), the incumbent will conduct species sampling, surveying, and monitoring for the Bay Delta Region's Native Fishes Project, particularly related to adult Osmerid distribution, abundance, and productivity, but also includes juvenile salmonid distribution.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	**Data Collection:** Collect field data in the San Francisco Estuary (including the Delta) from boats and in the laboratory as the lead person for monitoring of Delta Smelt, Longfin Smelt, and other pelagic fishes. Perform methods and protocols primarily for the Spring Kodiak Trawl, but also supports other Native Fish Unit surveys, the Smelt Larval Survey, and 20-Millimeter Survey. Participate in other special field studies. Ensure compliance of sampling protocols and verify the accuracy of data collection and transcription done by others.
30%	**Data Analysis and Management:** In collaboration with other Environmental Scientists (ES) and regional staff, combine and summarize field data and environmental data. Maintain environmental, fish, and invertebrate databases. Perform data analyses, data storage, data editing, data summarization, and simple statistical analyses. Assist other ESs with advanced research methodologies, field sampling designs, complex statistical techniques, and advanced data analysis/processing as needed.
15%	**Report Preparation:** Disseminate field results in weekly tabular summaries and oral reports to the Smelt Working Group and the Data Assessment Team as requested by the federal Biological Opinions mandates or state incidental take permits. Organize results and prepare written reports and oral presentations for management, technical teams, and local professional publications such as the IEP Newsletter. Draft, collaborate, and review peer-reviewed scientific journal articles.
10%	**Study Planning and Execution:** Assist in study plan development, including resource and logistical planning. Develop crew schedules and staffing arrangements, coordinate with boat operators and lab staff, and schedule and assign routine work to temporary staff. Aid and administer the completion of these planned studies in the field. Assist in training temporary employees. Develop and update sample processing procedures and metadata records.
5%	**Miscellaneous Duties as Required:** Maintain inventory of sampling equipment, nets, and electronic instruments. Attend appropriate meetings, workshops, and scientific conferences. Prepare annual individual work plans, timesheets, and other administrative documents as required.
	NON-ESSENTIAL FUNCTIONS:
5%	Attend relevant training and continue education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities

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	(e.g., training and seminars); (2) participating in pertinent workshops, workgroups, and staff meetings; and (3) participating in activities to support IEP Operations Program. **KNOWLEDGE AND ABILITIES:** **Knowledge of:** Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. **Ability to:** Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues. **DESIRABLE QUALIFICATIONS**: **Knowledge of:** Basic principles of marine, freshwater, and estuarine ecology; fisheries biology and management; zooplankton biology and ecology; common fisheries and plankton sampling methods; database management; statistical analyses; technical writing; and relevant software. **Skill to:** Efficiently and effectively read, write, and speak English; provide and accept feedback; act in the capacity of a lead person; collaborate with team members; engage stakeholders; organize, prioritize, and delegate tasks; and shift rapidly between tasks as priorities dictate. Efficiently and accurately use a personal computer and software including Microsoft Access, Excel, PowerPoint, Word, and Outlook, EndNote, SYSTAT, and SigmaPlot; collect, store, manipulate, summarize, analyze, synthesize, and report on ecological data in written and oral forms; identify key invertebrates as well as juvenile and adult marine, freshwater, and estuarine fishes. **Ability to:** Use a personal computer on a daily basis and develop proficiency in commonly used software including Microsoft Access, Excel, PowerPoint, Word, SYSTAT, and R at a level required for successful job performance; maintain, organize, and work with large data sets; prepare clear and concise data presentations and summaries in figures and tables; make oral presentations to scientific and general audiences; safely work and enforce safety protocols on a research vessel; swim; lift up to 40 pounds; work with samples preserved with formalin or ethanol in properly ventilated situations; direct the work of others; and provide feedback to subordinates in a timely manner. **Special Personal Characteristics**: Interest in estuarine ecology and marine and estuarine fishes and invertebrates. Commitment to develop and improve understanding of the ecology of the San Francisco Estuary and biology of the fishes and invertebrates that inhabit it. Can take action independently and tactfully; maintains open-mindedness and flexibility; quality performance-oriented; shows good judgment when encountering unexpected situations; possesses strong organizational

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	skills and good written and oral communications skills; and adheres to written safety and sampling procedures and protocols. Comfortable working around bodies of water. **Interpersonal Skills**: Works well with others and can work independently and effectively in a team setting especially during field work and at meetings. Must respond favorably to feedback and be able to communicate effectively with a variety of personalities within and outside the department. **Other:** Possess a valid driver's license. **WORKING CONDITIONS**: Routinely conducts field work from vessels and must routinely work long and non-standard hours or schedules seasonally. Field work requires standing and walking on uneven, moving, steep, and slippery surfaces. Field work also requires significant automobile travel time to vessel docks. Office work involves sitting at a desk for the majority of the time using a desktop or laptop computer, or desk work several hours per day, and may involve walking or standing for brief periods. Field and laboratory work requires handling formalin or ethanol in properly ventilated situations, and the ability to lift up to 40 pounds. Must be able to operate a motor vehicle and equipment and be prepared to travel using a State vehicle. In the event of an emergency, may need to operate a small motorized boat.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Lauren Damon, Senior Environmental Scientist (Supervisory)		

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**
I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**
VACANT, Environmental Scientist		